

Hours Not Worked Public Works & Assets



KPI Owner: Director Burns

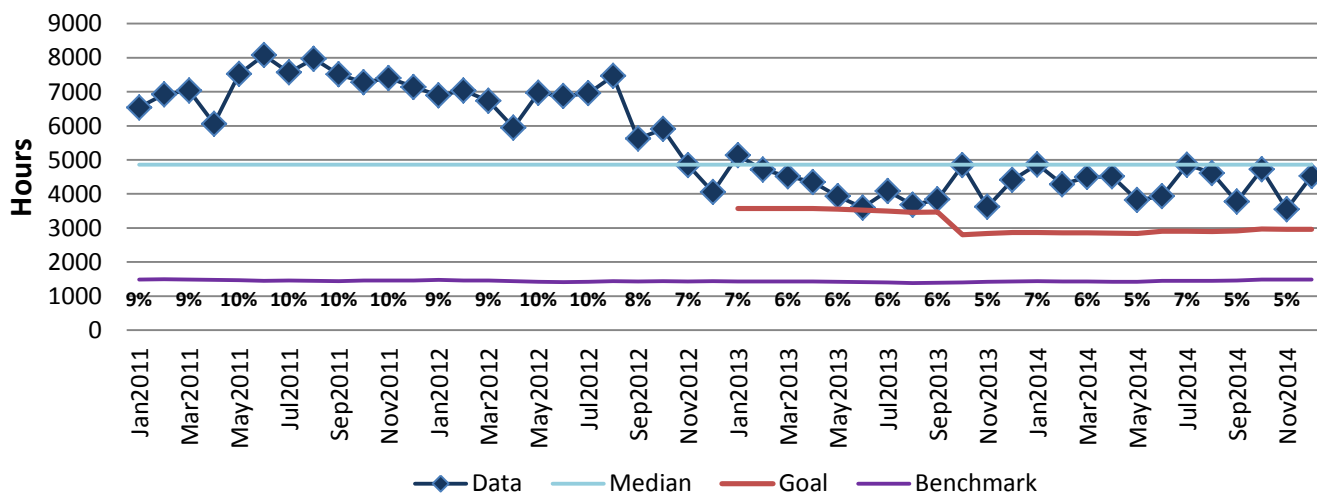
Process: Time & Attendance

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
<p>Baseline: 9% FY12 monthly average rate</p> <p>Goal: Reduce the number of Non-Worked hours compared to the standard number of hours from 9% in FY12 to 5% by the end of FY13 and 4% by the end of FY15</p> <p>Benchmark: Local Government rate of 2%</p>	<p>Data Source: Payable Time PeopleSoft</p> <p>Goal Source: Enterprise KPI for productivity</p> <p>Benchmark Source: Bureau Labor Statistics</p>	<p>Plan-Do-Check-Act Step 5: Pilot short term and/or long term solutions</p> <p>Measurement Method: Total # of hrs per month employees were not at work performing normal job functions (excludes vacations & holidays), rate calculated by dividing by total standard hours</p> <p>Why Measure: Better understand culture impact on employee attendance</p> <p>Next Improvement Step: Validate effectiveness of Sick Leave report.</p> <p>Continue to track & monitor.</p>

How Are We Doing?

Jan2014-Dec2014 12 Month Goal	Jan2014-Dec2014 12 Month Actual		Dec2014 Goal	Dec2014 Actual	
34,788	51,959		2,965	4,529	
Hours	Hours		Hours	Hours	

Hours Not Worked



Jan2014-Dec2014 Pareto Analysis

